

August 9, 2000

**Amendment to
Vacancy Announcement #00-276 TD/cs**

VACANCY ANNOUNCEMENT

POSITION: Office Automation Assistant, GS-326-7

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Deputy Assistant Field Operations - West
San Francisco Field Division
San Francisco, California

OPENING DATE: August 8, 2000 **CLOSING DATE:** September 6, 2000

**AREA OF
CONSIDERATION:** All sources

SALARY: \$30,443 to \$39,573 per year including locality pay
New appointments to the Federal government are usually at
the beginning rate for the grade.

This amends the organizational location of the position and deletes reference to imprest fund and Agent cashier.

DUTIES: Performs a variety of office automation support tasks for the Field Division. Operates personal computers and/or dedicated terminals to prepare documents, charts, graphs and correspondence. Analyzes various management information needs, existing tracking systems, reporting requirements and financial management systems for the Field Division. Develops macros and spreadsheets. Develops standard operation and integration of automated systems. Provides a variety of administrative and support services (e.g., calendar, travel, time and attendance correspondence) to the Assistant Director, Industry Operation. Personally responds to non-technical questions and refers other inquiries to proper officials. Types a wide variety of documents. Establishes and maintains office files.

QUALIFICATION REQUIREMENTS: All applicants must have at least one (1) year of specialized experience equivalent to the GS-06 level in the Federal service. Specialized experience must have included operating personal computers to prepare documents (e.g., reports, charts, graphs and correspondence) and spreadsheets, create and use macros, utilize tracking systems, and use of automated administrative support (e.g., calendar, filing, time and attendance, and travel). Specialized experience must show the ability to determine and operate the appropriate automation software application to meet project requirements in the most efficient and effective manner. Applicants must have proficient skill in the operation of electronic/electric typewriter to produce documents. All applicants must meet qualification requirements within 30 days of the closing date of the announcement.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college education; training and self-development within the past five years; awards (Quality Step Increase, Sustained Superior Performance, Special Act and Suggestion); current performance appraisal; and

the Supplemental Experience Statement. The following factors will be used to determine the best-qualified candidates.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience, or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of the capabilities, operating characteristics and advanced functions of a variety of office automation software to prepare spreadsheets, reports and documents with graphs; track material; search automated systems, create files, and recommend new systems for the office;
2. Knowledge of administrative office functions such as correspondence procedures, travel, filing and time-and-attendance;
3. Knowledge of English grammar, spelling and punctuation to prepare and proofread correspondence, reports and office documents;
4. Ability to complete assignments requiring a high level of discretion and judgment

CONDITIONS OF EMPLOYMENT

1. A pre-employment drug test is required
2. Pre-employment background investigation. Entrance on duty is contingent upon successful completion of a pre-employment security investigation. Selectee must be able to obtain and hold a Secret clearance.
3. Applicants must be U.S. citizens.
4. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
5. ATF provides reasonable accommodations to applicants with disabilities. If any applicant needs a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
6. ATF applicants who are moved at government expense must sign and conform to a Continued Service Agreement agreeing to remain in the Federal Service at this post of duty for at least 24 months after the reporting to the official duty station.
7. Subject to one-year probationary period if selectee does not have Federal service fulfilling this requirement.
8. Applicants who do not work for the Alcohol, Tobacco and Firearms Bureau will not be reimbursed for travel and relocation expenses.

GENERAL INFORMATION

1. Applications will not be returned.
2. Applications must be received at the address specified by the closing date of this announcement.
3. Privacy Act Notice (P.L. 93-579): The information requested is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.
4. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.
5. The position is at the full performance level (GS-07).
6. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current

position, grade level and duty location. They must be rated well qualified for the position. To be well qualified, CTAP/ICTAP applicants must meet the mid-level range of the crediting plan for all factors.

7. Status candidates who wish to be considered under both merit promotion and competitive examining (as non-status) procedures must submit two complete applications.
8. Competitive examining authority has been delegated to ATF by the U. S. Office of Personnel Management (OPM). Qualified applications being considered under competitive examining ("non-status") will be forwarded to the ATF Delegated Examining Unit for rating, ranking and referral.

HOW TO APPLY

Candidates must submit a written application (résumé; OF-612, Optional Application for Federal Employment; or SF-171, Application for Federal Employment). The OF-612 is available at <http://www.opm.gov/forms/html/of.htm>. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade(s) for which applying, and vacancy announcement number of the vacancy for which you wish to be considered
2. Full name, Social Security Number, mailing address, and day and evening phone numbers
3. Country of citizenship and veterans preference
4. Highest Federal civilian grade held on a permanent basis, dates you held that position, and whether you are eligible for reinstatement to the competitive Federal service (attach SF-50 as proof)
5. For paid and volunteer experience relevant to this position, include name of employer, start and end dates of employment, job title, grade (if applicable), salary and dates earned, supervisor's name and phone number, average number of hours worked per week, and a description of duties and responsibilities.
6. Name and location of high school attended and date of diploma or GED
7. Name and location of colleges/universities attended; dates attended; degrees awarded; major and minor fields of study including semester/quarter hours earned; GPA.
8. Relevant training: course titles, dates, and number of hours and institutions
9. Job related awards, honors, licenses and special qualifications such as language, computer skills, typing speed. Include a description of the award, etc. and the month and year received.
10. A statement whether or not we may contact your supervisor

B. Additional information/completed forms that should be submitted:

1. Written response to the Supplemental Experience Statement
2. DD-214, if claiming 5 point preference (For non-status consideration only)
3. Both DD 214 and SF-15, if claiming 10 point preference (For non-status consideration only)
4. Current/former Federal employees should submit a copy of their performance appraisal and rating dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only)
5. Current/former Federal employees - Copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility reflecting competitive status
6. Applicants with disability or veterans eligible for non-competitive appointment are to provide appropriate documentation.

7. Self-certification for typing proficiency of at least 25 wpm
8. Background Survey Questionnaire (Optional). Information submitted will be used for statistical reports only.

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Personnel Division
Merit Promotion Branch, Room 4170
REF: 00-276
Washington, DC 20226

202-927-8610 TDD users call (202) 927-7964.

AN EQUAL OPPORTUNITY EMPLOYER

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE,
SEX, NATIONAL ORIGIN, MARITAL STATUS, POLITICS, RELIGION, OR ANY OTHER
NONMERIT REASON.**